

April 15, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST TO AUTHORIZE THE PURCHASING AGENT TO ISSUE  
CONFIRMING PURCHASE ORDERS TO VARIOUS VENDORS TO ALLOW  
THE SHERIFF'S DEPARTMENT TO PROCESS PAYMENT ON  
OUTSTANDING INVOICES FOR VARIOUS FIXED ASSET AND SERVICES  
AND SUPPLY ORDERS  
(ALL DISTRICTS) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Purchasing Agent to issue a confirming purchase order to Aon Consulting Inc., in the sum of \$7,500 to permit the Sheriff's Department to pay for monitors received in April 2001, for the Sergeant's examination.
2. Authorize the Purchasing Agent to issue a confirming purchase order to Dooley Enterprises Inc., in the sum of \$7,600 to permit the Sheriff's Department to pay for ammunition received in November 2002, for Training Bureau.
3. Authorize the Purchasing Agent to issue a confirming purchase order to Garvey Equipment Company in the sum of \$8,931 to permit the Sheriff's Department to pay for outdoor maintenance equipment received in November 2002, for the Pitchess Detention Center, North Facility.
4. Authorize the Purchasing Agent to issue a confirming purchase order to Hill-Rom in the sum of \$10,581 to permit the Sheriff's Department to pay for medical equipment received December 13, 2002, for the Medical Services Bureau relative to licensing requirements.

5. Authorize the Purchasing Agent to issue a confirming purchase order to Komar Aviation Group in the sum of \$12,100 to permit the Sheriff's Department to pay for aircraft storage fees for October 2002, through February 2003, for Aero Bureau.
6. Authorize the Purchasing Agent to issue a confirming purchase order to TRICOM, Inc., in the sum of \$12,269 to permit the Sheriff's Department to pay for quarterly fire sprinkler inspection services received from January through August 2002, at various Sheriff's Department facilities.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this recommended action is to enable the Sheriff's Department to pay outstanding invoices totaling \$58,981. Board approval is required, as each invoice represents a purchase for a fixed asset, services and/or supplies requested and received by Sheriff's Department personnel in violation of the County's purchasing guidelines.

All of these violations were ferreted out as part of our continuing effort to identify all of our retroactive contracts and confirming purchase orders. We have provided remedial training to the personnel involved in these transactions and, where appropriate, initiated administrative investigations into their conduct. It remains our steadfast commitment to be in full compliance with all policies and protocol relating to purchase orders and contracts administration.

#### **Implementation Of Strategic Plan Goals**

The proposed recommendation supports the County and the Department's Strategic Plan for Service Excellence by providing the public with service that is beneficial and responsive.

#### **FISCAL IMPACT/FINANCING**

Funding in the amount of \$58,981 has been allocated in the Sheriff's Department Fiscal Year 2002/2003 budget.

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### **FACTS AND PROVISIONAL/LEGAL REQUIREMENTS**

The invoices totaling \$58,981 are currently more than sixty days (60) past due. The vendors acted in good faith on orders believed to be valid.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The approval of this action will allow the Sheriff's Department to effectuate the payment for goods and services that have been received. Failure to approve this request may subject the Sheriff's Department to litigation, and may negatively impact the Sheriff's Department's relationship with these vendors.

### **CONCLUSION**

Upon approval by the Board of Supervisors, it is requested that the Executive Office-Clerk of the Board return adopted copies of this letter to:

1. Los Angeles County Sheriff's Department  
4700 Ramona Boulevard  
Monterey Park, CA 91754  
Attention: Accounts Payable Unit
2. Internal Services Department  
Purchasing Division  
1100 N. Eastern Ave, Room 102  
Los Angeles, CA 90063  
Attention: Joe Sandoval, Division Manager

Respectfully submitted,

LEROY D. BACA  
SHERIFF

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LDB:WTS:PKT:ALL:JET:dw  
(Fiscal Administration)

cc: Chief Administrative Officer  
Auditor-Controller  
Executive Officer, Board of Supervisors  
County Counsel  
Internal Services Department  
William T. Stonich, Undersheriff  
Larry L. Waldie, Assistant Sheriff  
R. Doyle Campbell, Assistant Sheriff  
Paul K. Tanaka, Chief, Administrative Services Division  
Andrew L. Lamberto, A/Assistant Division Director, Administrative  
Services Division  
Patricia A. Hawkins, Director, Fiscal Administration  
Judi E. Thomas, Assistant Director, Fiscal Administration  
Martha Zavala, Assistant Director, Fiscal Administration  
Cathy Stapleton, Manager, Accounts Payable  
Chrono